



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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Please scan QR code for the Council's website



*Prayers will be held at 6.25pm in the Council Chamber for anyone wishing to attend.*

### To all members of the Council:

You are hereby summoned to attend the **NORTHAM TOWN COUNCIL MEETING** on

**Wednesday 28<sup>th</sup> May 2025 at 6:30pm**

**Prayers will be said at 6:25pm**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

### Council Members:

Appledore Ward: Cllr Bell, Cllr Edwards, Cllr Hames and Cllr Tait

Northam/Orchard Hill ward: Cllr Himan, Cllr Horrocks, Cllr Leather, Cllr Lo-Vel, Cllr Newman-McKie and Cllr Whittaker.

Westward Ho! ward: Cllr Bach, Cllr Hodson, and Cllr Singh (one vacancy).

### Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

### Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

*Subject to subsection (2)\* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

*Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

*Guy Langton*

Guy Langton, Town Clerk & RFO

Date of issue: 21<sup>st</sup> May 2025

# AGENDA

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**
- 2 To agree the agenda as published**
- 3 To receive any dispensations and disclosable pecuniary or other interests**  
*Members are reminded that all interests must be declared prior to the item being discussed.*
- 4 Mayor's Announcements**
- 5 To confirm as a correct record and sign the minutes of the Annual Meeting of the Council held on 7<sup>th</sup> May 2025 (attached under separate cover)**
- 6 To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees (attached under separate cover)**
  - Finance 9<sup>th</sup> April 2025
  - Planning and Development 24<sup>th</sup> April 2025
  - Parks and Recreation 26<sup>th</sup> March 2025
- 7 Public Participation**  
*We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.*
- 8 To receive a report (if any) from Devon & Cornwall Constabulary**
- 9 To receive a report (if any) from the Devon County Councillor**
- 10 To receive reports (if any) from Torridge District Members**
- 11 To receive an update regarding Local Government Reorganisation (p3-4)**
- 12 To consider the action point update (p4-5)**
- 13 To receive the Clerk's report (p5-8)**
- 14 To receive an update on the casual vacancy in the Westward Ho! ward (p8)**
- 15 To receive an update on the nomination of the 'Rest Centre' (old schoolhouse) at The Square, Northam s as an Asset of Community Value (ACV) (p8)**
- 16 To note the Open Day at the Council's Tennis Courts on 1st June 2025 (p8-9)**
- 17 To note the appointment of a Maintenance Operative (p9)**
- 18 To consider appointing an extra member of the Maintenance Team for the summer and autumn (up to six months) (p9 and confidential report)**

<b>Item 1</b>	<b>To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)</b>
<b>Item 2</b>	<b>To agree the agenda as published</b>
<b>Item 3</b>	<b>To receive any dispensations and disclosable pecuniary or other interests</b> <i>Members are reminded that all interests must be declared prior to the item being discussed</i>
<b>Item 4</b>	<b>Mayor's Announcements</b>
<b>Item 5</b>	<b>To confirm as a correct record and sign the minutes of the Full Town Council Meeting held on 19<sup>th</sup> March 2025</b> <i>(attached under separate cover)</i>
<b>Item 6</b>	<b>To receive and adopt the reports of minutes and resolutions contained therein from Committees and Sub-Committees</b> <i>(attached under separate</i> <ul style="list-style-type: none"> <li>• Finance 9<sup>th</sup> April 2025</li> <li>• Planning and Development 24<sup>th</sup> April 2025</li> <li>• Parks and Recreation 26<sup>th</sup> March 2025</li> </ul> <i>)</i>
<b>Item 7</b>	<b>Public Participation</b> <i>We welcome Parishioners speaking or making representations, asking questions or giving evidence at the meeting of the Full Council in respect of any issue affecting the Northam Town Council area. A period of twenty minutes is allocated for this unless directed by the Chair of the meeting and a member of the public shall not speak for more than 4 minutes.</i> <i>A question shall not receive a response at the meeting nor start a debate on the question.</i> <i>The chair of the meeting may direct that a written or oral response be given.</i>
<b>Item 8</b>	<b>To receive a report (if any) from Devon &amp; Cornwall Constabulary</b>
<b>Item 9</b>	<b>To receive a report (if any) from the Devon County Councillor</b>
<b>Item 10</b>	<b>To receive reports (if any) from the Torridge District Members</b>
<b>Item 11</b>	<b>To receive an update regarding Local Government Reorganisation</b> The following is copied from <a href="#">Devon Association of Local Council's 'Knowledge Bank' regarding Local Government Reorganisation and Devolution</a> (note – you must be a registered member to access this resource. All Councillors and staff are eligible to register on DALC's website and for their bulletins, which the Town Clerk encourages). Within that site, the underlined items in the text below and overleaf take the reader to the relevant document. The site is being updated as matters emerge and meetings/briefings occur.

*Following the launch of the Devolution White Paper on 16th December 2024, DALC has been working hard to engage with our members on this topic, and to provide support and updates where we can. We will endeavour to keep our members up to date on what we know about devolution as matters in Devon progress. Local government reorganisation (LGR) is being required by government in order to achieve the kind of Devolution deal they want to see. Updates will be circulated in our e-bulletin, and on our website.*

*At the moment, we have no information about what reorganisation might look like in Devon. The Leaders of Devon County Council, Plymouth City Council and Torbay Council are working together to explore the creation of a Mayoral Strategic Authority.*

*The Devon and Torbay Combined County Authority (CCA) – the governance needed for devolved decision-making powers and funding to flow from Whitehall to local decision-makers in Devon and Torbay – is now official.*

*Following meetings with our member councils in January, steps that DALC are already taking include:*

- \* Working with NALC and other county associations to share knowledge and best practice*
- \* We have asked NALC to lobby for funding package for local councils to assist with asset transfers*
- \* We are investigating the legal position around asset transfer*
- \* We have asked NALC for examples of best practice in terms of devolution*
- \* We have requested that NALC deliver a briefing for all DALC councils*
- \* We have worked with Devon County Council to arrange for regular briefings for our members*
- \* We will continue to engage with district councils wherever possible*
- \* We will continue to keep you updated*

*We have asked encouraged member councils to carry out asset mapping in their communities. Thanks to all councils that submitted statements to help us build an evidence base, we are very grateful for your assistance in this matter. If you haven't yet sent anything in, we would still be delighted to receive your statements, which all help us build an understanding of our member councils.*

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## **Item 12      Action points**

<b>20<sup>th</sup> November 2024</b> <b>Re-engage with Surfers Against Sewage Plastic Free Campaigns</b> (minutes 2407/192 and 2411/416)	The Town Clerk, Community Engagement Officer, Cllrs Bach, Hames and Lo-Vel all attended the meetings arranged for the 27 <sup>th</sup> November 2024. The Northam Burrows Rangers both apologised in advance. The meeting was positive, with both the Council and SAS agreeing to share information so the Plastic Free Communities could restart. Prior to the meeting, the Town Clerk spoke to Mr Cross, who had been very supportive in the past and had arranged to speak again and plan for 2025 in the new year. ONGOING
<b>20<sup>th</sup> November 2024</b> (minute 2411/418)	Town Clerk to prepare a report into the costs of the three options for future work at the pavilion. This work has been overtaken by urgent work required at Northam Hall. ONGOING
<b>18<sup>th</sup> December 2024</b> (minute 2412/498)	Request an exemption from parking charges at Windmill Lane on weekdays for Northam TC members. Request made, response awaited, now escalated to the Head of Service. The District Council do not offer this to other Town Councils, for parity the request was refused. COMPLETE
<b>22<sup>nd</sup> January 2025</b> (minute 2501/551)	An email was drafted asking the Head of Legal Services at TDC for their opinion of the 1978 minute indicating the land was owned by Northam Town Council and responded saying that a transfer of ownership form, signed by both parties, would be required to identify ownership. The Town Clerk has heard from the Land Registry that the allotment part was removed from the land title a year after it was registered by TDC, in 2006. There being no recorded reason or evidence stating why, the allotment part was re-included in 2024. ONGOING

<b>19<sup>th</sup> February 2025</b> (minute 2502/613)	i. Replace the whole set of maintenance equipment with electric models and purchase sufficient batteries and chargers, and ii. That the committee resolves to purchase a petrol powered ‘two-wheel tractor’ and three attachments – a weed ripper, a brush and collector set and a rotary mower, and iii. That the committee resolve to replace the DFSK with a new ORCA, equipped with a cage tipper body and a towbar. iv. That in all cases, the Council seek to reduce the cost by effective negotiation and offering the Council’s current equipment and truck in part-exchange. v. That the spending (approximately £59,000) be allocated to the cost centres, for replacing a Truck and larger Council machinery (combined total of £43,250 in 2025-26), with any shortfall being identified from the Council’s end of year carry-forward including unspent funds from the climate emergency budget or earmarked reserves. COMPLETE
<b>23<sup>rd</sup> April 2025</b> (minute 2504/742)	Invite Cllr O’Rourke to attend Council meetings. Invitation sent. COMPLETE

### Item 13 To receive the Clerk’s report

On 30<sup>th</sup> April 2025 (or according to the last available statement balance), the Council’s balances were:

#### At 30<sup>th</sup> April 2025 (or according to the last available statement balance), the Council’s balances were:

Nationwide (Business 95-day saver)	£94,358.55
Cambridge & Counties Bank (31-day)	£94,982.97
Cambridge Building Society	£5,452.32
Petty Cash	£47.30
Coop Bank (current account)	£380,197.54
Hinkley & Rugby Building Society	£5000.00
<b>Total cash in hand</b>	<b>£580,038.68</b>

The committee **resolved** to transfer £250,000 to the Council’s easy access account with Hinckley and Rugby Building Society, to take advantage of the interest that account would accrue.

The bank reconciliation was signed by the Proper Officer and the Chair.

#### Payments

The Council made 134 payments in April 2025, totalling £82,305.18 (exVAT). A full list of these is presented in the Finance & HR committee minutes. There were 45 payments of £100 or more (exVAT). These include:

- £25,863.62 in payroll and associated staff costs

- £21,970.00 for a 2-wheel tractor and three tools (weeder/ sweeper and mower)
- £16,245.46 for a new Nextem ORCA electric truck (to replace HY16 UOL)
- £2006.00 retainer to the Council's legal advisors
- £1,390.41 PPL-PRS community music licence for Northam Hall
- £1,356.67 Civic Dinner
- £1,119.54 electrical work at Northam Hall
- £969.28 insurance premium increase following revised building valuations
- £839.99 annual bulb planting order (over 7,000 bulbs), for delivery September 2025
- £800.00 to clean Northam Hall (invoices for March and April)
- £588.00 annual service contract for the CPT
- £515 for the compares of the May Fair 2025
- £480.88 for gas to heat Northam Hall
- £470.00 for the Northam Neighbourhood Plan website design
- £456.04 for electricity at Northam Hall
- £455.00 to clean the CPT & community centre toilet (monthly fee)
- £427.60 monthly room rental at the Town Hall
- £380.00 four cherry trees for Anchor Park
- £349.95 PAT Tester
- £195.00 PAT training (one staff)
- £330.00 May Fair 2025 entertainment
- £320.25 advert for Maintenance Operative in local paper
- £284.70 monthly IT contract
- £281.67 2 x Li-on 12v 'leisure' batteries for watering
- £224.00 May Fair 2025 dignitaries' lunch
- £221.66 Truck and mower fuel
- £204.00 Chptr 8 training (2 staff)
- £190.00 map updates for neighbourhood plan
- £338.50 copier fees and charges (£186.01 and £152.49)
- £175.00 Northam TC roller banner
- £175.47 stock for May Fair 2025 (diner)
- £168.00 green waste emptying - TDC
- £168.00 footpath surfacing
- £164.50 'dogs on leads' and 'pick up after your dog' 'max fine £1,000' signs (15 of)
- £139.00 600L tank for watering
- £136.05 stationery
- £130.00 annual alarm maintenance (Northam Hall)
- £114.00 water bill (Northam Hall)

The committee **resolved** to approve the list of payments.

### Receipts:

In April 2025, the Council received 59 payments, totalling £14,345.24 detailed below. The Council also received £7,234.22 back from HRMC for VAT and the first of two precept payments of £322,168.50

### Tennis courts:

The gross volume of sales in April 2025 was £820.00. After fees, the Council has received £769.21. Eleven were annual membership passes (new and renewals) at £35 each. The remainder of the sales were casual courts bookings at £5/crt/hr. The LTA expect the Council to earmark approximately £3,600 per year for 15 years (index linked) to meet the costs of court maintenance and refurbishment.

It was resolved to offer the coaches that provided 1:1 tuition would be offered two options, to pay £2 per court per hour and assist the Council with Free Park Tennis and open day(s), or pay £5 per court per hour, the same as a casual user.

### Petty Cash:

A screen shot of the petty cash cashbook is presented below showing the items on which the Council has spent petty cash.

The financial regulations seek to maintain a balance of £100 in Petty Cash.

Details					Income			Expenditure						Balance at start of FY
Date	Transaction	Description	Ref	Scribe No	Petty Cash Withdrawal	Carry forward	Total in	VAT	Events	Refreshments	Maintenance	Office expenses	Total out	£ 13.45
1.4.25	3	Cash withdrawal	-	-	90.00		90.00						0.00	103.45
26.3.25	1	Refreshments	PC25-26.1	130			0.00			1.35			1.35	102.10
26.3.25	2	Propane gas (weedburner)	PC25-26.2	129			0.00	1.99			39.76		41.75	60.35
1.4.25	4	Refreshments	PC25-26.3	128			0.00			1.35			1.35	59.00
14.4.25	5	Refreshments	PC25-26.4	127			0.00			1.35			1.35	57.65
7.4.25	6	Postage	PC25-26.5	126			0.00					0.87	0.87	56.78
22.4.25	7	Refreshments	PC25-26.6	124			0.00			1.25			1.25	55.53
		Fuses		125			0.00	0.46			2.34		2.80	52.73
23.4.25	8	Refreshments	PC25-26.7	123			0.00			4.08			4.08	48.65
28.4.25	9	Refreshments	PC25-26.8	122			0.00			1.35			1.35	47.30

### May Fair 2025:

Income: £4,010 (including a grant from the County Councillor for May Poles, the 'Diner' made £375, adverts £1,530 and stalls £1,085)

Expenditure: £6,367, the largest single cost was printing the brochure at £1,690.

The May Fair cost the Council £2,358.

The estimated staff cost (if all were to be paid as overtime at the appropriate rates) would be £1,680. The budget for 2024-25 was £10,000 and for 2025-26 is £7,500

The committee **resolved** to purchase a catering quality electric griddle (738 x 330mm surface), with two heat zones on which to cook and keep food warm to use when appropriate at events.

## **Mayors Charity 2024-25:**

The total raised for the Mayor's identified charity in 2024-25 (RNLI Appledore) was:

Ceilidh:	£1,213.82
Civic Dinner and donations to end April 2025:	£3,790.85 (including the balance of the civic dinner budget for 2024-25 of £2,532.88)
Donations received since:	£225
Total raised:	£5,229.67

The estimated staff cost (if all were to be paid as overtime at the appropriate rates) would be £592.

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### **Item 14 To receive an update on the casual vacancy in the Westward Ho! ward**

Due to the resignation of Councillor Mia Roscoe a vacancy has arisen in the office of Town Councillor for the above Westward Ho! Ward of Northam Town Council.

If by the 29 May 2025 (14 election days after the date of this notice) a request for an election to fill the said vacancy is made in writing to the Returning Officer at the Torridge District Council by TEN electors for the said Westward Ho! Ward of Northam Town Council, an election will be held to fill the said vacancy.

If no requests are received, the vacancy will be filled by co-option.

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### **Item 15 To receive an update on the nomination of the 'Rest Centre' (old schoolhouse) at The Square, Northam as an Asset of Community Value (ACV)**

The Property Team at Torridge District Council have advised that the application had been reviewed and was accepted. Northam Leisure Centre will be recorded on the ACV register until 21/05/2030.

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### **Item 16 To note the Open Day at the Council's Tennis Courts on 1<sup>st</sup> June 2025.**

The poster advertising the tennis open days is presented overleaf. The day starts at 9:45 am, with the Courts being officially opened by Mrs Vinall, a teacher at St Margaret's School for many years and active in tennis locally. The Changing Places Toilet facility will be opened by Mr Braddick, the largest single donor to the crowdfunding effort that enabled the Council to fund the facility.

The costs for the day are for Appledore Band and the purchase of a gazebo or small marquee where the Council staff can cook and BBQ food to sell. There will be four staff needed for the day, from 8:00am to erect the gazebos, then two to cook and serve food and two to be there for visitors.

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### **Item 17 To note the appointment of a Maintenance Operative**

Following a series of interviews, the Town Clerk has offered the post of Maintenance Operative, replacing a colleague, who retired at the end of March this year. The successful applicant has accepted. Her references have been taken up and are satisfactory. The agreed start date is 9<sup>th</sup> June 2024, though she has holiday booked for a fortnight from 23<sup>rd</sup> June, so will have two weeks of basic training and introduction to the Council's maintenance operations before going on leave.

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Northam Town Council

# Sunday 1st June 2025 from 10:00-2:00

## Grand Opening of Westward Ho!

### Tennis Court and Changing Places Facility



#### In The Park

09:45 - 10:00 Grand Opening

10:15 - 11:00 Appledore Band



#### Stalls

Food Vendor - Hot and Cold Drinks - Raffle

Tombola - Face Painting - Bouncy Castle

Cake Stall and lots, lots more ...

**On the Courts, in association with ARC Tennis Centre, no booking required**

TIMINGS	COURT 1	COURT 2	COURT 3
10:00 – 11:00	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>
11:00 – 12:00	<b>KIDS TENNIS TASTER</b> <i>Super fun games and activities for kids aged 7- 11</i>	<b>CARDIO TENNIS</b> <i>Bounce to the beat in this fun Tennis themed fitness class for ages 16+</i>	<b>FREE PLAY</b> <i>All equipment provided</i>
12:00 – 1:00	<b>TEEN TENNIS TASTER</b> <i>Teamwork challenges &amp; skills for teens aged 12 - 16</i>	<b>ADULT BEGINNER/RUSTY RACKETS</b> <i>A 60 minute crash course for those looking to start or get back into Tennis.</i>	<b>FREE PLAY</b> <i>All equipment provided</i>
1:00 – 2:00	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>	<b>FREE PARKS TENNIS</b> <i>Fun family Tennis facilitated by a coach</i>

**Item 18        To consider appointing an extra member of the Maintenance Team for the summer and autumn (up to six months)**

See the enclosed confidential report, which outlines the Council's expanding maintenance operations and explores the required staffing in the immediate, short and medium term.

**Recommendation: The Council recruit a temporary member of the maintenance team to support summer operations and review the need for the team to be expanded on a permanent basis.**

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